

KNYSNA MUNICIPALITY

TENDER NUMBER: T07 of 2025/26

SURFACING OF GRAVEL ROADS IN CONCORDIA (WARD 4)

MINUTES OF CLARIFICATION MEETING HELD AT 10:00 ON 29 OCTOBER 2025 VIRTUALLY ON MICROSOFT TEAMS

Item	Description / Discussion
1	OPENING & ATTENDANCE Mr. Mzwanele Mato, from Knysna Municipality, opened the meeting at 10h15, welcomed everyone, and provided a summary of the tender. Representatives from Knysna Municipality and Bosch Projects introduced themselves. Mr. Mzwanele Mato reminded attendees to type their contact details in the chat box, the purpose of leaving your details in the chat box is to serve as an attendance register. This register is required for auditing purposes and confirms participation. Failure to leave your details may result in the disqualification of the tenderer's participation in the tender process.
2	PRESENTATION Ms. Zikhona Tyakume delivered a presentation outlining key elements of the tender. The presentation is included in these minutes. During the "Agreement & Contract Data Mr. Jean Pierre Blignault emphasized that there is a specific pro forma Performance Guarantee template included in the tender document. The Performance Guarantee must follow the exact wording of this template. Any deviation from the prescribed wording will result in the guarantee not being accepted. Mr. Jean Blignault has added Tenderers are reminded that if any changes are made to the Excel documents, it is their responsibility to ensure that all formulas and calculations function correctly and that all totals add up accurately. Any errors or discrepancies in the Excel submission will be the responsibility of the tenderer, and such errors will be adjudicated accordingly.
3	QUESTIONS & ANSWERS The floor was opened to questions after the presentation, and the following were recorded: Question 1: Is it possible for you to share this presentation via email with the attendees? Answer 1: Yes. The presentation will be shared along with the clarification meeting minutes. The package will also include annexures such as the locality plan, geotechnical information, and an electronic BOQ in Excel format for inputting your information. Question 2: Will we be penalized if we convert the BOQ to Word instead of PDF after filling it electronically? Answer 2: No, you will not be penalized. You can convert it to PDF and replace the pages from your PDF into the Excel file. This method is actually preferred because it's easier to read than handwritten entries. However, if you make changes to the Excel file, ensure

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	all calculations and totals are correct. Any errors will be your responsibility and will affect adjudication. Question 3: Can you clarify the security requirement? Do you require a 10% performance guarantee based on the value of the works, and is there a template in the document? Answer 3: Yes. If you are appointed, you must submit a performance guarantee using the exact GCC template provided in the tender document. No deviations or alternative formats will be accepted. Ensure your insurer or guarantor can comply with these conditions, as other forms will not be accepted.
4	TENDER CLOSURE Tenderers are required to acknowledge receipt of the Clarification Meeting Minutes when issued, as well as acknowledge receipt of each Tender Notice/Addendum issued (if applicable) by emailing tyakumez@boschprojects.co.za. The Closing Date for this Tender is 12h00 on 19 November 2025 in the bid box at the Supply Chain Management Unit, Finance Building, Queen Street, Knysna.